



**UNITED STATES SERVICE ACADEMY
NOMINATIONS**

**INFORMATION PACKET 2014-2015,
CLASS OF 2019**

**REPRESENTATIVE RUSH HOLT
12TH CONGRESSIONAL DISTRICT, NEW JERSEY
609-750-9365**

**Representative Rush Holt
50 Washington Road
West Windsor, NJ 08550-1031
Phone: 609-750- 9365 Fax: 609-750- 0618
www.holt.house.gov**

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GENERAL INFORMATION

Thank you for your interest in a nomination for a United States Military Service Academy. Representative Holt selects nominees for appointment to the Military Service Academies on a competitive basis, using criteria determined by the Academies to be indicative of one's potential for success as a Cadet, Midshipman or Airman. There are thousands of applicants for each available place in the academies; therefore, in addition to seeking a nomination from Representative Holt, you are urged to apply to every nomination that your eligibility allows (i.e., Senatorial, Presidential, Vice Presidential, Children of Deceased or Disabled Veterans, etc.). More detailed information about the criteria used by Representative Holt can be found on page 5 of this packet, and you can find other sources of Service Academy nominations listed in the table on page 6.

Each Congressional Office uses a selection process that is designed to meet its own needs and standards. The different procedures are often confusing to applicants who apply to more than one office. You can avoid misunderstandings by carefully studying and following the instructions of each office. If you have questions at any point during the application process, please feel free to call Representative Holt's District Office at **609-750-9365** and ask for **Zainab Chaudary**, or e-mail her at **zainab.chaudary@mail.house.gov**.

The information required in order for you to be considered as an applicant is outlined in subsequent pages. It is entirely your responsibility to submit this information as it becomes available and to keep it updated. **It is not necessary for you to send all required information at once, and you should not wait to file your application if transcripts or test scores are not immediately available.** The deadline for receipt of information in Representative Holt's office is **October 1, 2014**. Candidates whose files are incomplete after that time may not be considered. Every candidate who completes an application package will be interviewed by Representative Holt's Academy Board in November 2014.

Please give careful thought to your first choice of an academy. Second choices can be considered only in the event that there are not enough qualified candidates in an academy category to fill a slate of nominees. First choice designations may be changed at any time before the interviews by Representative Holt's Academy Board.

Send all information to:

**Representative Rush Holt
Service Academy Nominations
50 Washington Road
West Windsor, NJ 08550-1031
www.holt.house.gov**

REQUIREMENTS

1. **Residency:** Candidates must be legal residents of the 12th Congressional District in 2014. New Jersey Congressional Districts changed on January 3, 2013, so please confirm that Representative Holt is your congressman. To determine if you are a legal resident of the 12th District, go to the home page of the House of Representatives, www.house.gov. You will see a box that says, "Find Your Representative." Insert your ZIP Code. If the district is split between two representatives, you will be prompted to fill in your full address.
2. **Letter of Interest:** Your letter of interest should be the first thing that you send to Representative Holt at his District Office at **50 Washington Road, West Windsor, NJ 08550**. A sample letter is included in the application packet. This will open your file at Representative Holt's office.
3. **Application Form and Photograph:** An application form, included in the application packet, must be completed in full. Please remember to attach a current photograph to page 2 of your application. Formal candidacy is established in Representative Holt's office upon receipt of the application and photograph. **It is not necessary for you to send all required information at once, and you should not wait to file your application if transcripts or test scores are not immediately available.**
4. **Resume:** A list of activities in resume format is also required with your application, and a sample resume is included in the application packet.
5. **Recommendation Form:** A recommendation form, included in the application packet, must be completed by your school principal or guidance counselor and returned by that person to Representative Holt's office. If necessary, additional sheets may be added.
6. **Additional Letters of Recommendation:** In addition to the recommendation form filled out by your principal or guidance counselor, you must submit **at least two** (and no more than eight) letters of recommendation from non-family members, addressed to Representative Holt. Service academies place strong emphasis on the academic areas of science, technology, engineering, and mathematics, as well as physical training, leadership potential, and extra-curricular activities. Therefore, recommendation letters should emphasize the candidate's abilities in these areas.
7. **Essays:** Candidates are required to respond to three short answer questions and two essay questions. Responses should be typed separately from the application, and candidates should take care to note which question is being addressed for each response. Essays may vary in length based on the nature of the question and what the applicant feels that he or she has to contribute, but short answer responses should not exceed 250 words, and essay responses should be limited to 500 words or fewer. Please be sure to **proofread** your essays.
8. **Transcript:** An official transcript of your high school record must be submitted. The transcript must show your final junior grades and, if available, a numerical class rank. If you apply before this information is available, it will be your responsibility to request your guidance counselor to send an up-to-date transcript in order to keep your records current.

9. **College Board Scores:** The Service Academies require scores from the SAT or ACT for all potential nominees. **You do not have to pay to have transcripts sent to Representative Holt.** Applicants may send copies of the electronic version of their test scores from their SAT/ACT accounts. Representative Holt will accept scores from tests taken after October 1, provided you have included scores from an earlier test in your application. **Your application will not be considered complete on October 1 without test scores.**
10. **Qualifying Medical Examination:** Each applicant must complete a medical examination by the Department of Defense Medical Examination Review Board (DoDMERB), to be scheduled by the service academy of your choice after you file the pre-candidate questionnaire. This exam is an important part of the application process, as certain medical conditions that may not adversely impair civilian life may make it unsafe for you to serve in the military. Though Representative Holt's office does not require proof of this medical examination, bear in mind that it is still required for candidacy by the Academies. There is no cost to the candidate for this examination.

BASIS FOR SELECTION

Representative Holt nominates candidates based largely on the recommendations of his Academy Selection Board, composed of community leaders from central New Jersey, most of whom have military experience. The number of candidates nominated depends on the number of vacancies available at each academy for the 12th District in the year 2015. Representative Holt may nominate up to ten candidates to compete for each available vacancy, with the exception of the Merchant Marine Academy, for which a total of ten nominations may be made annually. Candidates selected for nomination will then be evaluated by the respective academies, which make final appointments. The U.S. Coast Guard Academy does not accept congressional nominations, and Rep. Holt does not participate in their admissions process.

Selections are made on the basis of a composite of academic factors (60%) and leadership potential, extra-curricular activities, physical fitness, and recommendations (40%). The following factors are given particular consideration:

1. **Academic:** School records, class rank, grade-point-average and SAT or ACT scores are required. The higher a candidate's scores and class standing, the greater his or her chances for nomination will be, assuming the candidate is qualified in the remaining areas of consideration. All service academies emphasize the areas of science, technology, engineering, and mathematics.
2. **Activities:** Extra-curricular activities, physical fitness, and sports participation are taken into account.
3. **Motivation.** One of the most important considerations in the selection of nominees is motivation; that is, the candidate's desire to attend a service academy. Such an aspect of character is, of course, difficult to measure but can be judged partially through recommendations, the interview process, and the candidate's diligence in completing his or her file.

In November 2014, each applicant will have an in-person 10-minute interview with members of the Academy Board, who will report back to Representative Holt. The interview is among the most important factors Representative Holt takes into account when deciding who to nominate. All interviews will take place on the same day, a Saturday (tentatively scheduled for early November). Rep. Holt will make his nominations by mid-December 2014. The academies make the final decision on whether or not a candidate receives an offer. Final decisions for the Class of 2019 will be made and announced in May 2015.

ADDITIONAL INFORMATION

Websites for Preliminary Application to United States Service Academies

Academy	Admissions Website
U.S. Military Academy	http://admissions.usma.edu
U.S Naval Academy	http://www.usna.edu/admissions
U.S. Air Force Academy	http://www.academyadmissions.com
U.S. Merchant Marine Academy	http://www.usmma.edu/admissions
U.S. Coast Guard Academy*	http://admissions.uscga.edu

*The United States Coast Guard Academy does not require congressional nominations, and Representative Holt does not participate in their admissions process.

Other Sources of Military Service Academy Nominations

In order to receive consideration for Presidential, Service Secretary, or Service Academy Superintendent Nominations, please contact the individual academies.

Nominating Authority	Type and Number
President	Children of members of the armed forces who have eight years of active or reserve duty service, retirement status, or who are deceased with one of those statuses. Up to 100. The President is also authorized to appoint an unlimited number of children whose parents have been awarded the Medal of Honor.
Vice President	At large, 5.
Service Secretary (of each branch)	Enlisted members of the regular service of the branch led by the Secretary. Up to 85. Enlisted members of the reserve components of the branch led by the Secretary. Up to 85. Twenty honor graduates of schools designated as honor schools by any military branch, and from members of the Secretary’s service Reserve Officer Training Corps (ROTC). One hundred-fifty qualified alternates who received ranked congressional nominations but were not appointed.
Superintendent (of each Service Academy)	At large, 50.

There are also many unofficial online communities that can be valuable sources of information and communication during the application process. One such site is www.serviceacademyforums.com. It is listed here for informational purposes only and is not associated with Representative Rush Holt or with any governmental organization. The accuracy of the information must be confirmed by the service academies, not by the Representative.

APPLICANT CHECKLIST

This checklist is attached for your convenience and does not have to be submitted to our office. A similar checklist can be found in the application packet.

- Letter of Interest
- Application Form
- Resume
- Essays
- Other Nomination Sources Form
- Current Photo
- Signed Certification Form
- Counselor/Principal Recommendation
- Recommendation 1
- Recommendation 2
- Recommendation 3 (optional)
- Recommendation 4 (optional)
- Transcript
- SAT (optional if submitting ACT)
- ACT (optional if submitting SAT)